

## **Dance Department Meeting Minutes**

6 October 2015

10:00 a.m.

**Present:** Amy Nakamura, Karol Ritz

Call to order: The meeting was called to order by Amy Nakamura at 10:06 a.m.

- **Curriculum:** Amy and Karol are in the process of updating courses for four year review, specifically the requests for more detailed rationales on the pre-requisites and co-requisites. Amy and Karol voted to change the co-requisite on Dance Teaching Methods, DN-T 38 (co-req DNCE 2B, 12B or 14B) to an advisory. This is due to the fact that when the course was written, the certificate was not complete. The now completed state approved certificate includes DNCE 2B, 12B and 14B as required coursework so students will have to take those courses to prepare them for a teaching career if they plan to attain a dance teaching certificate. The dance department feels that an advisory is sufficient and Amy will be sending the changed rationale to Michelle Sampat in Curriculum. (see attached rationale document).
- **Concert:** Amy gave Karol posters for the Repertory Concert to promote from our Pilates, conditioning and tap population. The concert info was not posted on the website since the production of the brochure was late this year and Dahlia in the box office was waiting until it was complete to update the website. Amy did submit the info in the events area of the website and she contacted the marketing department to add it to the electronic marquee. Costumes are being purchased from Discount Dance, Target and Diamond Dancewear this month. Amy and Lee have discussed the need for a costume designer which may be something that needs to be added to PIE. All program info has been collected and compiled and music submission and videotaping for the lighting designer is underway.
- **Budget:** Amy noted and is working on making sure all necessary paperwork is filled out for choreography work and that all receipts are submitted to Suzy for costumes and props. Amy will also send an email to faculty regarding any titles of DVD's or supplies that need to be purchased.
- **SLO's/PIE:** A reminder to please check the SLO rotation schedule and make sure that if you have data completed, to please turn it in to Amy

asap. Our most recent discussion was recorded in the SLO handbook as to how we can use the results to help our students gain success.

- **Evaluations:** Instructor evaluations and classroom evaluations should be nearing completion by the end of this month. Amy sent a reminder email that evaluations have changed with all instructors running their own evaluations this year. This includes submitting to the IT department for calculations instead of seeing Christine. Faculty were encouraged to set aside time to type up at least 3 positive and 3 negative comments into the comment section. Amy will be contacting instructors to find a time to meet to go over the evaluation summaries.
- **Website:** Amy has been working with Kenny and Ani on the website pages for dance. New content and photography have been submitted and we are looking forward to the Mt. SAC website launch in mid October. Amy has been in contact with the head of marketing with ideas on navigation and on help for students in locating our program and performance information.
- **Scheduling:** Amy is working with Christine Ojeda on the Spring 2016 schedule. Faculty needs to be checking their emails for the downloads as they come in. In addition, please be thinking about Summer 2016 schedules as they will be due in November/December. At this time, we plan to offer the same amount of classes as Summer 16'.
- **Informals:** The Dance Department Informals are December 2nd at 12p.m. and 7 p.m. Amy encouraged Faculty to have classes attend and share what they have been working on. Raul and Amy will send out an email with directions for music submittal.
- **Academic Senate:** Amy reported on senate information/upcoming votes.
- **Announcements:** The next Dance Department meeting will be November 3<sup>rd</sup> at 10:00 am.

Adjournment 10:58 a.m.